



## U.S. Department of Energy

BONNEVILLE POWER  
ADMINISTRATION

### SENIOR EXECUTIVE SERVICE EMPLOYMENT OPPORTUNITY

<b>Job Title:</b> Vice President for Energy Efficiency	<b>Job Announcement Number:</b> BPA-12-ES-01-A1*
<b>Series:</b> ES-340	<b>Location:</b> Portland, OR
<b>Salary Range:</b> Up to \$179,700 per annum	<b>Opens:</b> 04/02/12 <b>Closes:</b> 06/01/12 <i>(Applications must be received by 11:59 p.m. Pacific Time (PT) to be accepted.)</i>
<b>Reports To:</b> Senior Vice President for Power Services	<b>Eligibility:</b> US citizens are eligible to apply.

**\*Amendment:** This announcement is amended to extend the closing date from 05/04/12 to 06/01/12. All other information remains the same.

#### **JOB SUMMARY & MAJOR DUTIES:**

Are you a seasoned energy executive looking for an opportunity to lead a major \$150M/year energy efficiency organization for an energy wholesaler responsible for one-third of all power sales in the Pacific Northwest? Have you demonstrated your commitment to collaborative relationships, trustworthy stewardship and operational excellence?

Energy efficiency is the cleanest and cheapest energy source and is expected to meet 85% of load growth in the Northwest over the next twenty years. Investing in energy efficiency helps preserve and stretch the value of the Federal hydro power system. BPA has made the Northwest a world leader in treating energy conservation as a power resource.

BPA is looking for our next Vice President of Energy Efficiency. Our Energy Efficiency programs include:

- Conservation acquisition initiatives
- Market transformation efforts
- Demand response and Smart Grid initiatives
- Market research and evaluation
- Regional energy efficiency infrastructure development
- State and tribal weatherization programs
- Emerging technology demonstrations

This position is responsible for providing executive leadership in the planning, development, and administration of large scale programs for achieving public power's share of energy efficiency goals set by the Northwest Power and Conservation Council's Power Plan (NWPCC).

#### **Duties Include:**

- Executive leadership for planning, development, fiscal oversight and administration of energy efficiency programs and services.
- Executive leadership of BPA's business and contractual relationships with customers and business partners who purchase energy efficiency products and services through BPA's energy efficiency programs.

- Builds and maintains collaborative relationships with a wide range of stakeholders including customer utilities, the Northwest Power and Conservation Council, Northwest Energy Efficiency Alliance, Regional Technical Forum, trade associations, businesses, environmental and government constituents and Tribal nations.
- Serves as a key policy formulator and decision maker in the agency's strategic planning, fiscal management, and business decisions.
- Allocates necessary organizational resources, including staff and funds, to successfully achieve the agency's energy efficiency elements of its mission, including programs, policy development and implementation.

This position reports to the Senior Vice President for Power Services. This position is in the Senior Executive Service. For more information about the SES and selection information go to <http://www.opm.gov/ses>.

### **ABOUT BPA:**

The Bonneville Power Administration has been powering people and careers for nearly 75 years. We are a non-profit federal power marketing agency that provides clean, emissions-free hydroelectricity to the Pacific Northwest and maintains a high voltage transmission system to deliver that electricity. We are a leader in sustainability, environmental stewardship, and promoting energy efficiency. Other areas of focus include wind and hydropower, the smart grid, fish and wildlife protection, and initiatives to address climate change. We are a visionary and innovative agency that values diversity and creativity and encourages continuous learning. We are headquartered in Portland, Oregon, with offices located throughout the Pacific Northwest. You can learn more about BPA at [www.bpa.gov](http://www.bpa.gov).

### **BENEFITS:**

Bonneville offers a highly competitive benefits package that is matched by few employers. Details about key benefits are available at <http://jobs.bpa.gov/ses/#What%20benefits%20are%20offered> as well as the links below:

- **Federal Employee Health Benefits** - [http://www.opm.gov/insure/new\\_employ/index.asp](http://www.opm.gov/insure/new_employ/index.asp)  
- Health, Dental, Vision, Life, Flexible Spending Accounts, and Long Term Care
- **Federal Employee Retirement System** - [http://www.opm.gov/retire/retire\\_jobseekers.asp](http://www.opm.gov/retire/retire_jobseekers.asp)  
- Up to 5% employer match on our Thrift Savings Plan, a contributory retirement program similar to a 401(k).
- **Vacation and Sick Leave:** 26 days of accrued vacation plus 13 days of accrued sick leave.

BPA was recently selected as one of the top companies and agencies in Oregon to receive the "Families in Good Company" award for demonstrating community leadership in assisting employees in balancing work and family responsibilities. Information on BPA-specific benefits can be found at: <http://www.jobs.bpa.gov/Benefits/>.

### **HOW TO APPLY:**

Send your resume and your narrative responses to the Technical Qualifications and Executive Core Qualifications to [jobs@bpa.gov](mailto:jobs@bpa.gov). Please review the Application Package Checklist below for details on what to include in your application.

### **TECHNICAL QUALIFICATIONS:**

Please address the following qualifications in your resume or in a narrative statement.

1. **Skill in formulating comprehensive utility-based marketing strategies for a large and comprehensive regional electrical energy efficiency program.** (Describe your experience formulating utility-based marketing strategies in electrical energy efficiency. Describe the number of partners, dollar value and aMW projected to be spent or saved. Describe which measures characterized the formulation as successful.)
2. **Skill in implementing a comprehensive utility-based electrical energy efficiency program.** (Describe your experience implementing utility-based marketing strategies in electrical energy efficiency. Describe the number of partners, dollar value and aMW saved. Describe which measures characterized the implementation as successful.)

3. **Skill in financial and contractual management of a large program.** (Describe your experience managing the contractual and budgetary obligations of an organization. Describe experience working with external entities.)

### **EXECUTIVE CORE QUALIFICATIONS:**

To be eligible for consideration, applicants must demonstrate all of the following Executive Core Qualifications (ECQs). Please provide a statement in which you address each ECQ individually, providing examples from your professional experience specifying the challenge, context, action taken, result, and what you have learned from the experience that you have used in subsequent situations.

For more information about how to write ECQ response go to <http://www.opm.gov/ses/ecq.html> or the following article: <http://www.govexec.com/dailyfed/0599/052599cc.htm>.

**ECQ 1: Leading Change.** This core qualification involves the ability to bring about strategic change, both within and outside the organization, to meet organizational goals. Inherent to this ECQ is the ability to establish an organizational vision and to implement it in a continuously changing environment.

**ECQ 2: Leading People.** This core qualification involves the ability to lead people toward meeting the organization's vision, mission, and goals. Inherent to this ECQ is the ability to provide an inclusive workplace that fosters the development of others, facilitates cooperation and teamwork, and supports constructive resolution of conflicts.

**ECQ 3: Results Driven.** This core qualification involves the ability to meet organizational goals and customer expectations. Inherent to this ECQ is the ability to make decisions that produce high-quality results by applying technical knowledge, analyzing problems, and calculating risks.

**ECQ 4: Business Acumen.** This core qualification involves the ability to manage human, financial, and information resources strategically.

**ECQ 5: Building Coalitions.** This core qualification involves the ability to build coalitions internally and with other Federal agencies, State and local governments, nonprofit and private sector organizations, foreign governments, or international organizations to achieve common goals.

### **INTERVIEWS:**

Competency interviews will be conducted for this position. Applicants selected for interviews will be provided additional information.

### **ADDITIONAL REQUIREMENTS:**

- This position requires a pre-appointment background investigation. Additionally, the successful candidate must be able to obtain an "L" Clearance. This requires completing a Minimum Background Investigation (MBI), which will be initiated post appointment. Failure to successfully acquire this clearance will be ground for removal.
- This position is subject to drug testing prior to appointment and random testing thereafter. Failure to pass subsequent tests could result in disciplinary action, up to and including removal from the Federal service.
- Confidential Financial Disclosure: Selectee will be required to complete the Office of Government Ethics Confidential Financial Disclosure Report within 30 days of employment and annually.
- Applicant is subject to a one-year Executive Service Probationary Period.

### **APPLICATION PACKAGE CHECKLIST:**

- ☐ Resume that fully describes your education and experience. Application must contain sufficient information to determine eligibility for the position. Resume must include the following information:
- Job Announcement number, title, and grade
  - Full legal name, mailing address, contact telephone number and email address
  - Country of citizenship

- High school attended which includes name of high school and location.
- Employment history [including starting and ending dates (month and year)]
- Indicate if we may contact your current supervisor.

☐ Narrative responses to each of the Executive Core and Technical Qualifications.

☐ All applicants are encouraged to complete the Ethnicity and Race Identification attached.

### **HOW TO SUBMIT YOUR APPLICATION:**

Applications may be emailed, faxed or mailed. Due to security requirements, we only accept hand-delivered application from individuals who currently have badge access to the building. Applicants are responsible for ensuring materials are transmitted successfully.

- **Via Email:** Application materials may be emailed to [jobs@bpa.gov](mailto:jobs@bpa.gov) with the Job Announcement Number in the subject line. If you send your application through multiple formats, please include your name and the Job Announcement Number on each page.
- **Via Facsimile:** Application materials may be faxed to 503-230-3149.
- **Via US Mail:** Application materials may be mailed to Bonneville Power Administration, ATTN: Human Capital Management, NHQ-1, PO Box 3621, Portland, OR 97208-3621.

#### ***After You Apply:***

You will be notified via email of receipt of your application package. This will also explain our process in more detail. Applicants should retain a copy of their application as BPA does not return applications or provide copies.

Applications submitted by fax or e-mail must be time/date stamped or electronically postmarked at point of origin no later than 11:59 pm PT. If all materials are not received by the closing date, your application will be evaluated solely on the information available and you may not receive full consideration or may not be considered eligible.

### **FOR MORE INFORMATION:**

If you have specific questions regarding this position, contact Jonathan Makela, Recruiting and Staffing Advisor, at (503) 230-4425 or [jamakela@bpa.gov](mailto:jamakela@bpa.gov)

<b>EQUAL EMPLOYMENT OPPORTUNITY</b>	The United States Government does not discriminate in employment on the basis of race, color, religion, sex, national origin, political affiliation, sexual orientation, marital status, disability, age, membership in an employee organization, or other non-merit factor.
<b>REASONABLE ACCOMMODATION</b>	Federal agencies must provide reasonable accommodation to applicants with disabilities where appropriate. Applicants requiring reasonable accommodation for any part of the application and hiring process should contact the hiring agency directly. Determinations on requests for reasonable accommodation will be made on a case-by-case basis.
<b>LEGAL AND REGULATORY GUIDANCE</b>	<p><b>Privacy Act</b> - Privacy Act Notice (PL 93-579): The information requested here is used to determine qualifications for employment and is authorized under Title 5 U.S.C. 3302 and 3361.</p> <p><b>False Statements</b> - If you make a false statement in any part of your application, you may not be hired; you may be fired after you begin work; or you may be subject to fine, imprisonment, or other disciplinary action.</p> <p><b>Selective Service</b> - If you are a male applicant born after December 31, 1959, you must certify that you have registered with the Selective Service System, or are exempt from having to do so under the Selective Service Law. You may obtain your Selective Service Number at:  <a href="https://www.sss.gov/ReqVer/wfVerification.aspx">https://www.sss.gov/ReqVer/wfVerification.aspx</a></p>

### Applicant Source Form

The Bonneville Power Administration's Human Capital Management office has an ongoing process improvement objective associated with recruitment and outreach strategies. In order for us to assess the effectiveness of our current advertising and Recruitment efforts, please identify how you learned about this job by marking the appropriate box below:

Vacancy Announcement Number ■	Position Title, Series, Grade <b>Vice President for Energy Efficiency, ES-340-00</b>
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BPA Website

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USAJOBS Website

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Job Board (**CareerBuilder, Craigslist, Employment Dept, etc.**)

(please specify): \_\_\_\_\_

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Industry Website or Event (**National Institute of Government Purchasers, GreenDrinks, etc.**)

(please specify): \_\_\_\_\_

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Social Media Website (**Facebook, LinkedIn, etc.**)

(please specify): \_\_\_\_\_

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Career Fair (**campus events, community event**)

(please specify): \_\_\_\_\_

☐

BPA employee

☐

Other (please specify): \_\_\_\_\_

U.S. Office of Personnel Management Guide to Personnel Data Standards	<b>ETHNICITY AND RACE IDENTIFICATION</b> (Please read the Privacy Act Statement and instructions before completing form.)	
Name (Last, First, Middle Initial) <div style="background-color: gray; width: 50px; height: 15px; margin-top: 5px;"></div>		
Agency Use Only		
<b>Privacy Act Statement</b>		
<p>Ethnicity and race information is requested under the authority of 42 U.S.C. Section 2000e-16 and in compliance with the Office of Management and Budget's 1997 Revisions to the Standards for the Classification of Federal Data on Race and Ethnicity. Providing this information is voluntary and has no impact on your employment status, but in the instance of missing information, your employing agency will attempt to identify your race and ethnicity by visual observation.</p> <p>This information is used as necessary to plan for equal employment opportunity throughout the Federal government. It is also used by the U. S. Office of Personnel Management or employing agency maintaining the records to locate individuals for personnel research or survey response and in the production of summary descriptive statistics and analytical studies in support of the function for which the records are collected and maintained, or for related workforce studies.</p>		
<b>Specific Instructions:</b> The two questions below are designed to identify your ethnicity and race. <b>Regardless of your answer to question 1, go to question 2.</b>		
<p><b>Question 1. Are You Hispanic or Latino?</b> (A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race.)</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>		
<b>Question 2.</b> Please select the racial category or categories with which you most closely identify by placing an "X" in the appropriate box. Check as many as apply.		
<b>RACIAL CATEGORY</b> (Check as many as apply)	<b>DEFINITION OF CATEGORY</b>	
<input type="checkbox"/> American Indian or Alaska Native	A person having origins in any of the original peoples of North and South America (including Central America), and who maintains tribal affiliation or community attachment.	
<input type="checkbox"/> Asian	A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.	
<input type="checkbox"/> Black or African American	A person having origins in any of the black racial groups of Africa.	
<input type="checkbox"/> Native Hawaiian or Other Pacific Islander	A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.	
<input type="checkbox"/> White	A person having origins in any of the original peoples of Europe, the Middle East, or North Africa.	